

# A beginner's guide to budgets

## What is it?

A good budget saves you money. And it will improve your chance of success when applying for funding and contracts.

This one-day course will use plain English to give you the skills to plan your budget and prevent future financial problems.

## Who should attend?

Committee members, staff or volunteers who are involved in planning projects or applying for funding. This course will be useful for groups which haven't produced a budget before.

## What will I learn?

By the end of this session, you'll be able to:

- understand why budgets are important
- use budgets to manage your projects successfully
- compare your budget to what you actually spent
- divide costs between different projects and funds
- present information clearly and communicate it to others in your group.

## What else do I need to know?

Time: 9.30am - 4pm

Refreshments: Lunch

Facilitators: NCVS Group Development

Cost: Voluntary and community groups - £50

Public and private sector - £100

Two FREE places for small groups - contact us.